How to create Items with Online Content

The following instructions detail the process that LearningLink administrators will use to create Items with Online Content and to record learning in LearningLink.

What is an item?

"An item is a container for a unit of learning that you can assign to a user and track its completion."

A course or a webinar is an "Item". An example of an item would be "Project Management 101"

What is Online Item?

"Online Items refers to an Item that is offered, deployed, tracked and completed online through the learning system"

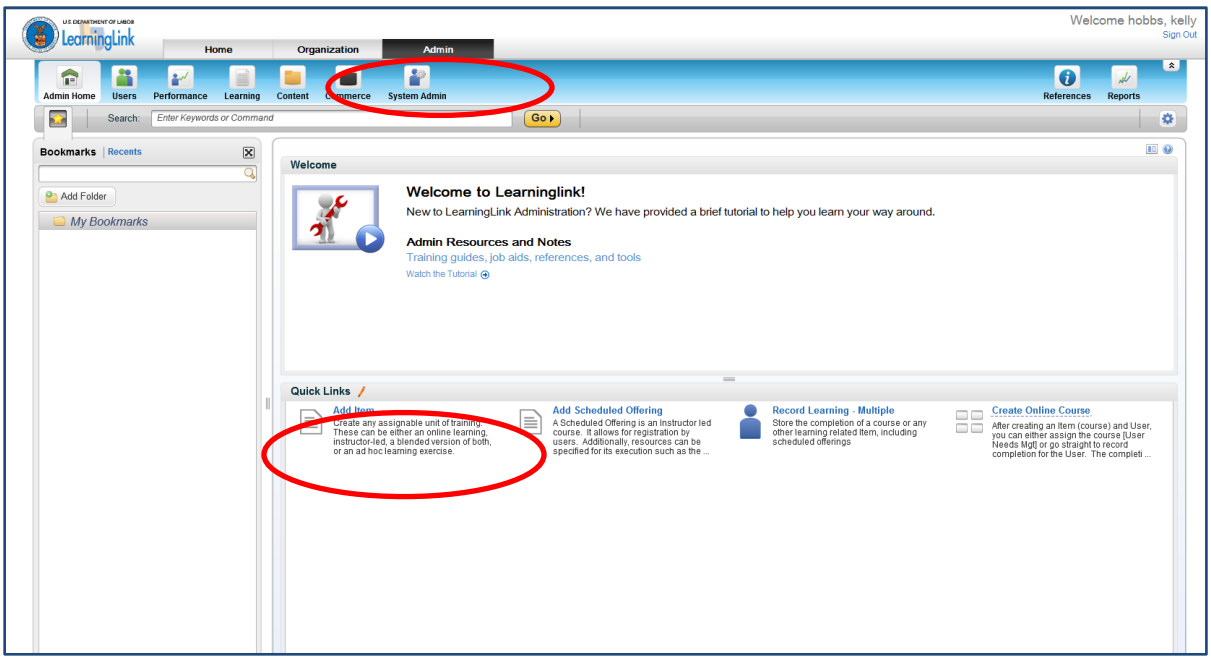
Online Items can also be referred to as Web-based training (WBT). Users access Online Items by accessing their learning plans via LearningLink.

Blended Learning Item

A course can offer a combination of instructor-led training in a scheduled offering and online content. This job aid will strictly cover Items that only have online content.

Follow these steps to create an item in LearningLink:

1. Log into LearningLink and select the Admin Tab
2. Select "Add Item" from the Welcome screen
    a. Note you can also search for and add items by selecting the "Learning" button on the menu bar.



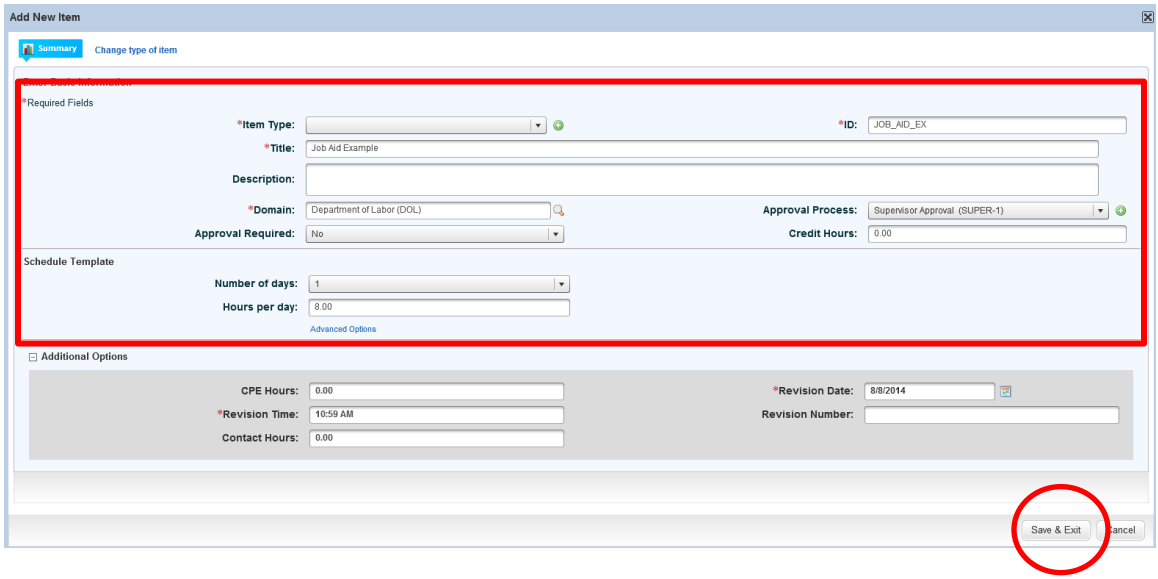
3. Choose Online Only and select “Ok”. (Note: For blended items, Scheduled and Online would be selected)

4. Select / Enter the following details for your Item:
    a. Item Type (e.g. course)
    b. Title (e.g. Project Management 101)
    c. Item ID (e.g. DOL_PM_101) – This is the unique identifier for your item
    d. Domain ID – The Domain ID represent the Agency that “owns” the course (e.g., ETA, OIG, BLS, etc.)

    If your course requires approval, you would indicate so by first selecting an approval process and then selecting the “Approval Required” checkbox. The approval process typically used for internal DOL courses is “SUPER-1 (Supervisor Required)”

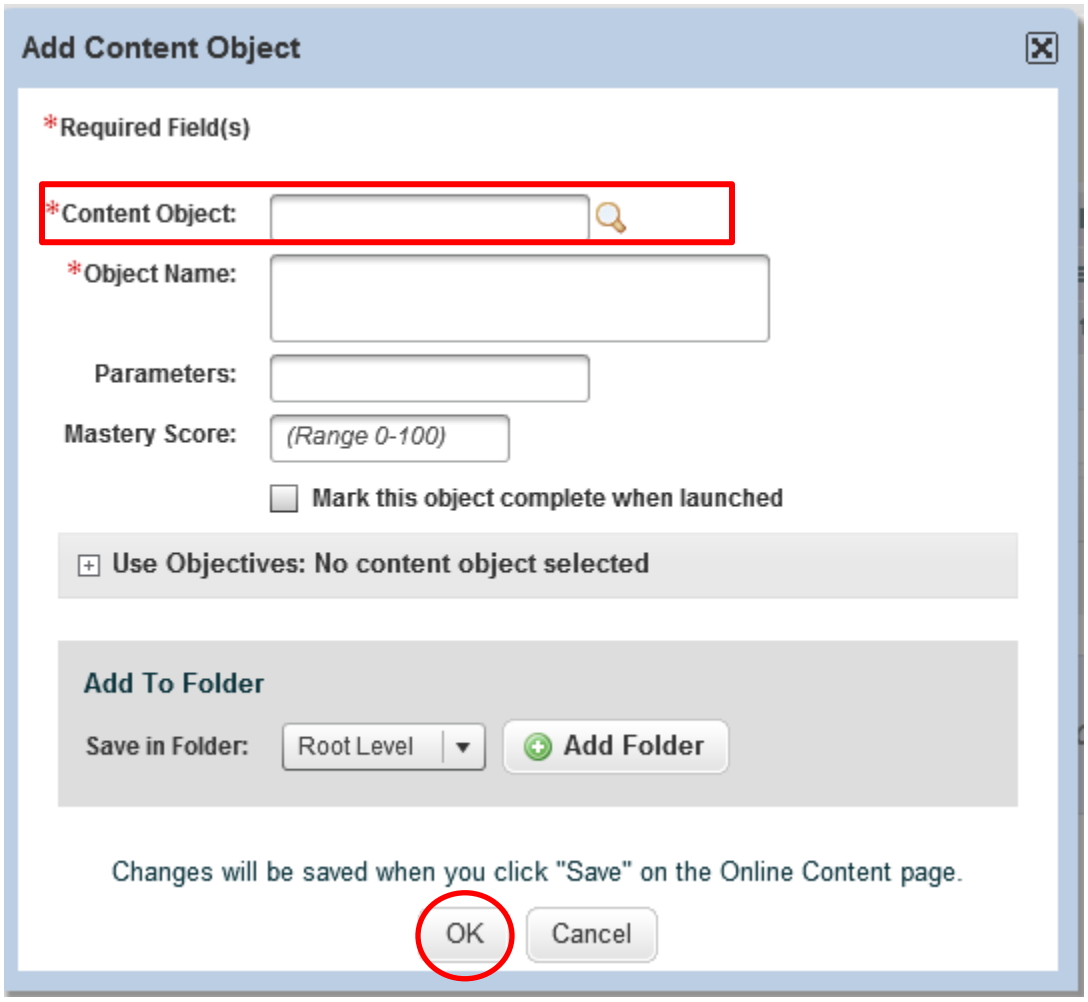
    Revision date and Revision Time will be pre-populated with the current date and time. You don’t need to change these values.

5. Once the required values are entered, select the “Save & Exit” button to continue.

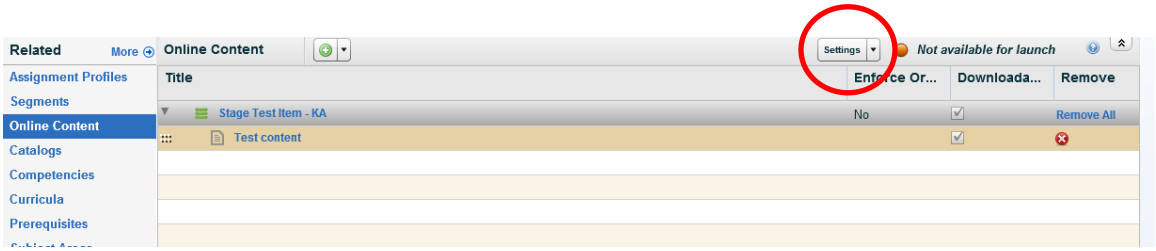


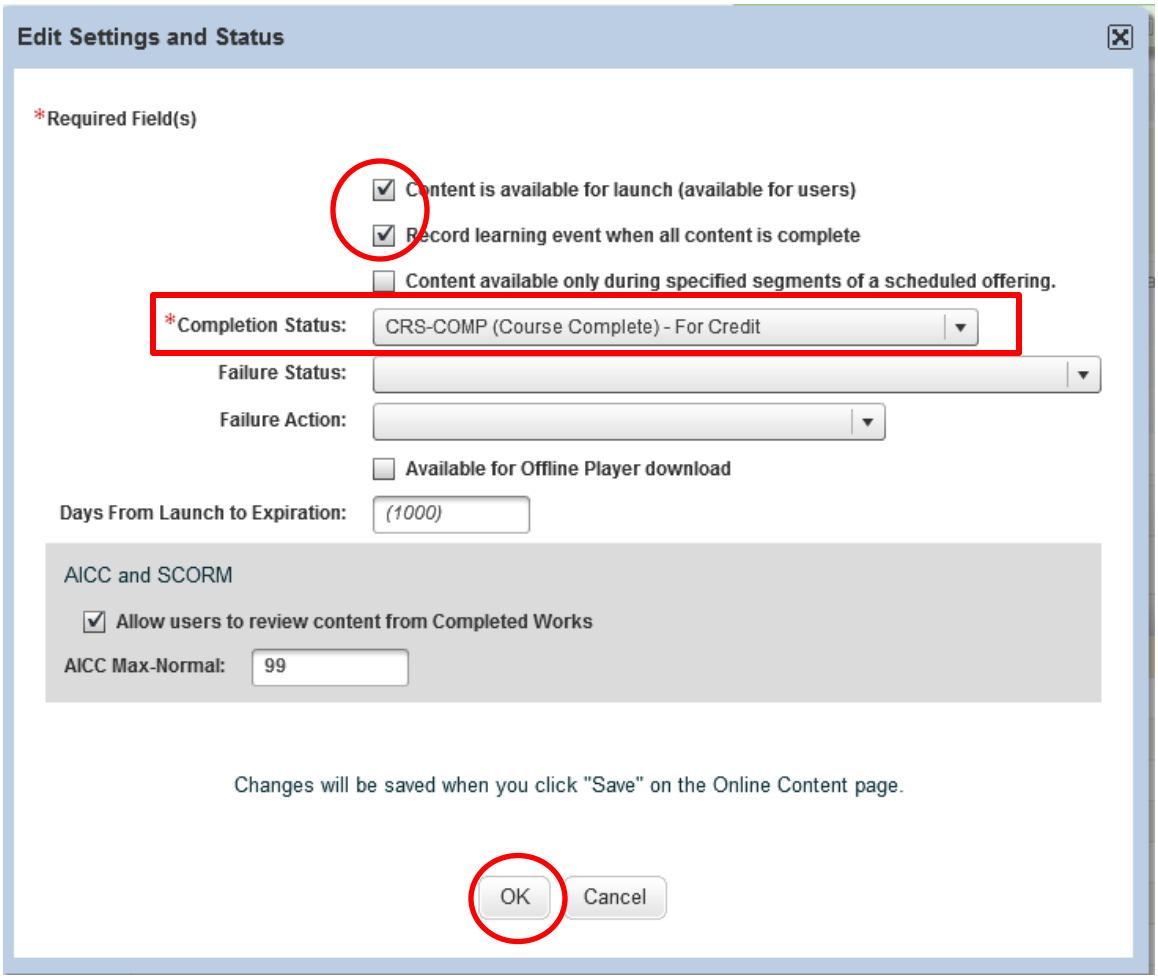
6. Add online content to your item by selecting **Online Content** on lower left under Related. Before adding your content, you should have sent the content to the LearningLink team who will upload to iContent and create the Content Object. Select the Green Plus (+) sign to search for the Content Object.

Use the magnifying glass icon to search for the Content Object ID provided to you by the LearningLink team. Once you locate and name the Content Object, select 'OK' to return to the previous screen.

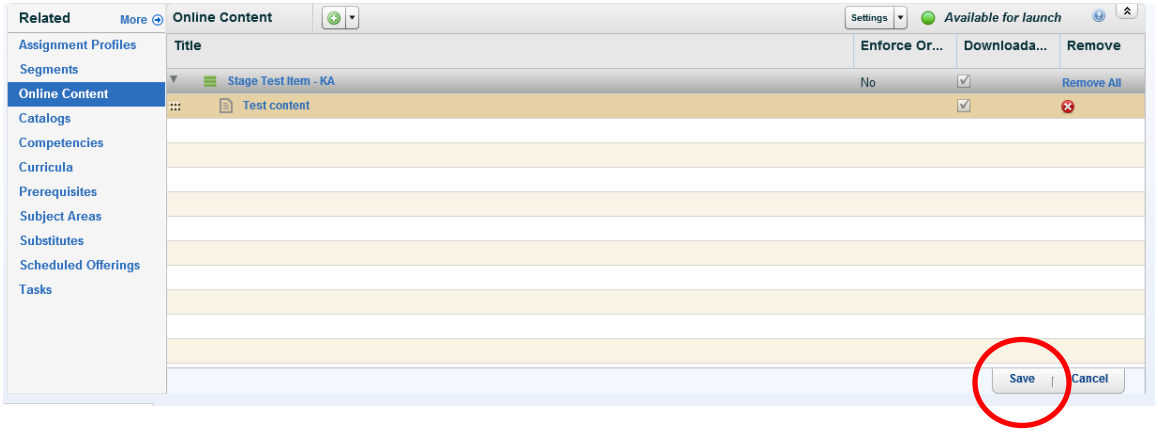


7. Select the Settings button to modify the settings of the Online Content to make it available to users, determine when learning will be recorded, and select the Completion Status.

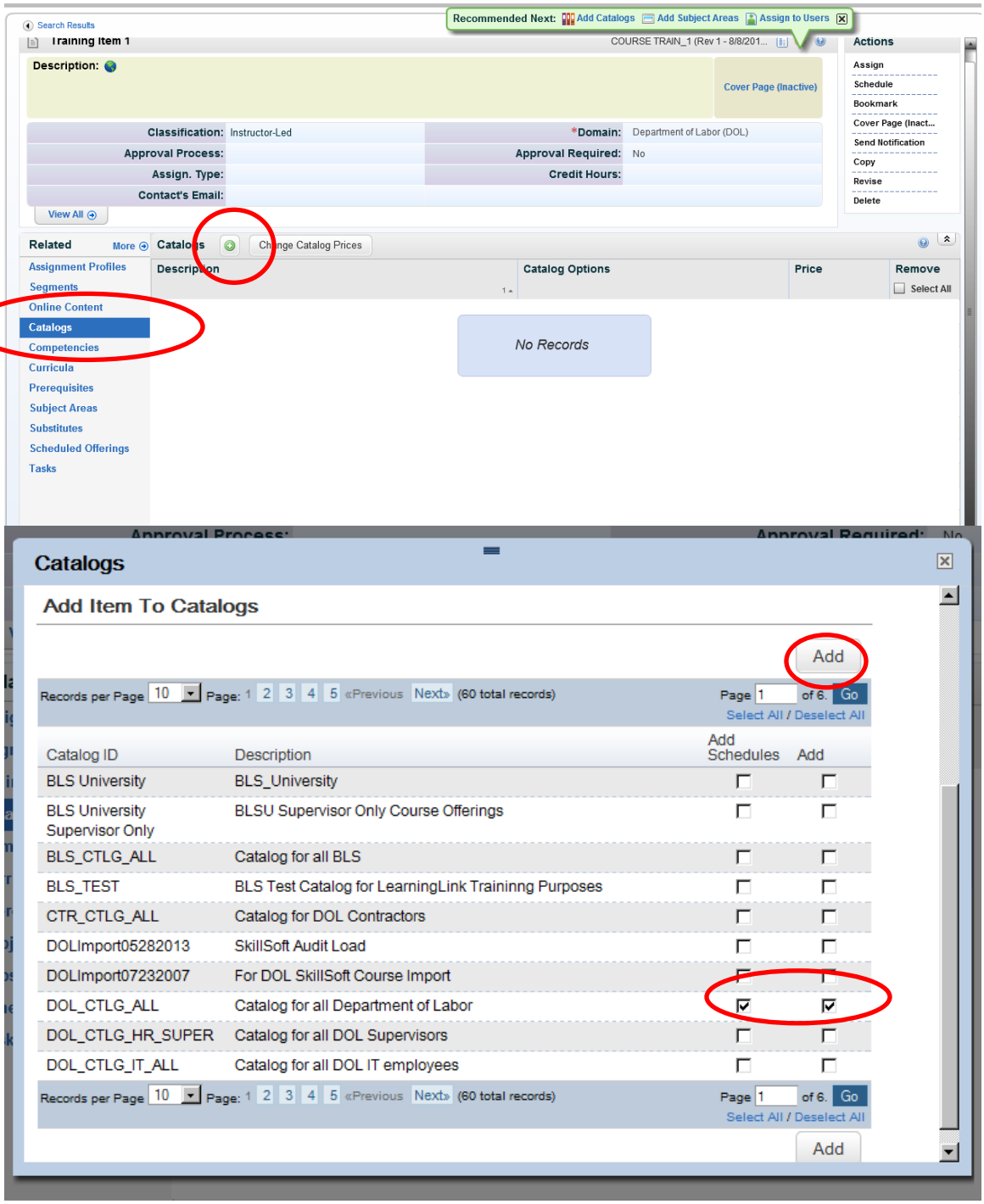




Select 'Save' to save your changes.

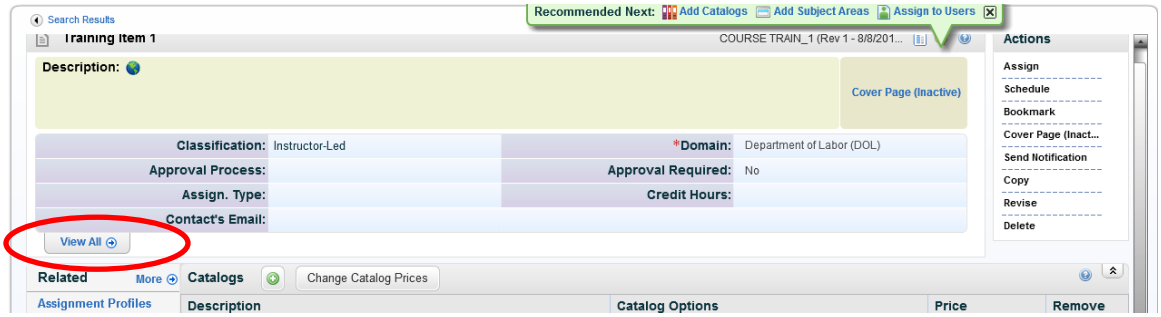


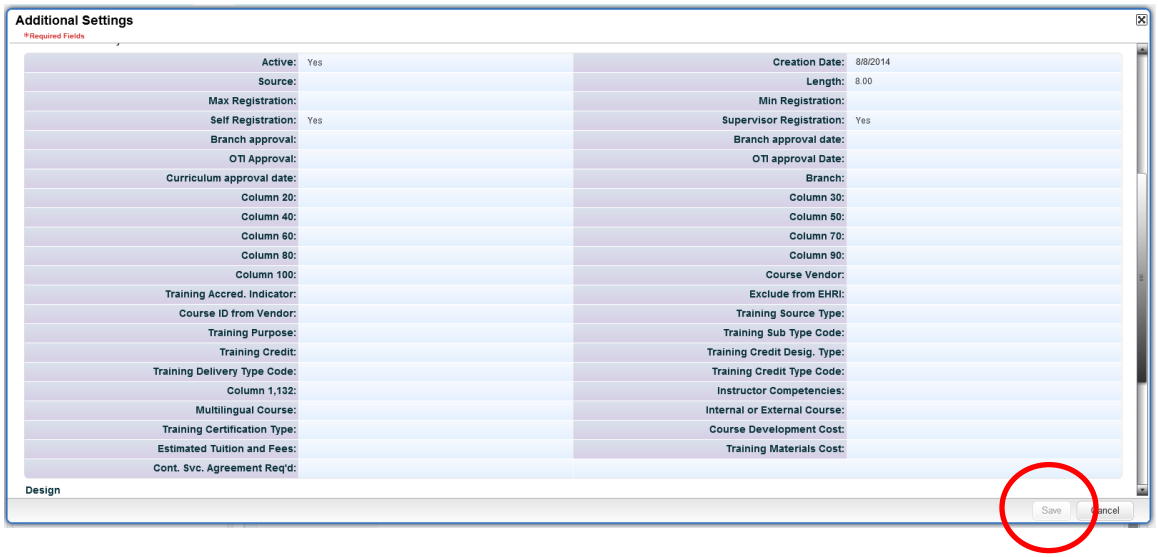
8. Add your item to the Catalog to which it should belong. The Catalog determines who the course is available to. For example, a course available to all of DOL would be placed in DOL_CTLG_ALL while a course only available to OIG would be placed in OIG_CTLG_ALL. Select the Green Plus (+) sign button to search for a Catalog to add your item and select the "Add" button to continue.



9. Select View All button to view Additional Settings. From this window, you will be able to enter additional information such as the required EHRI fields and Contact Hours. Once desired information is added, select “Save” button.

Note: For additional information regarding the required EHRI fields, refer to the appendix that begins on page 11 or contact the Office of Training and Development.

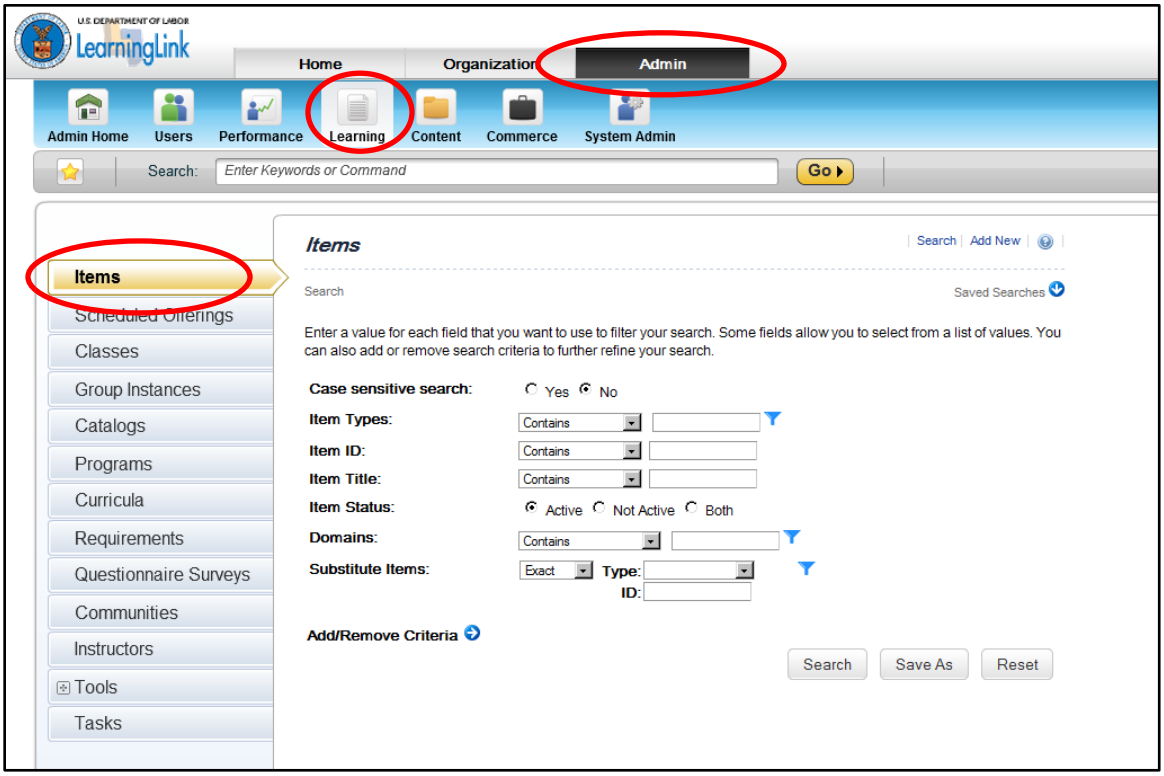




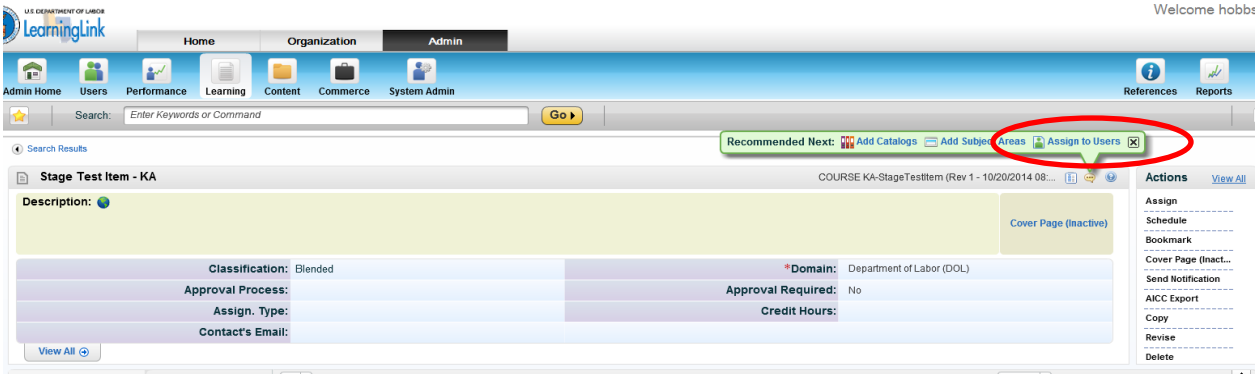
10. At this point, all the required fields are entered and you can assign your course to users.

Follow these steps to assign online content in LearningLink:

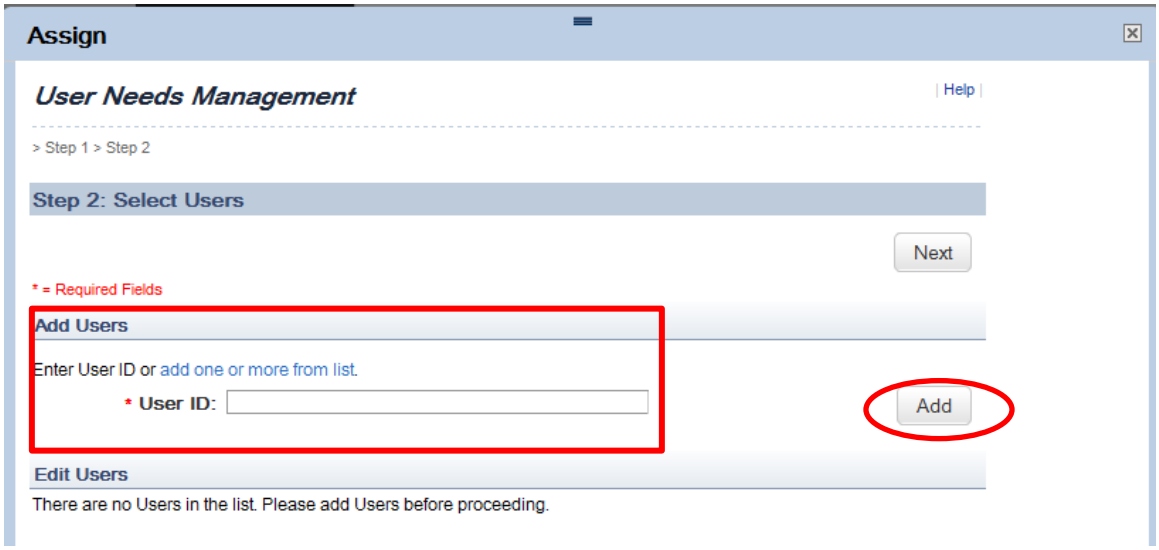
1. Log into LearningLink and select the Admin Tab
2. Select the Learning button and then Items tab.
3. Search for the item for which you wish to assign.



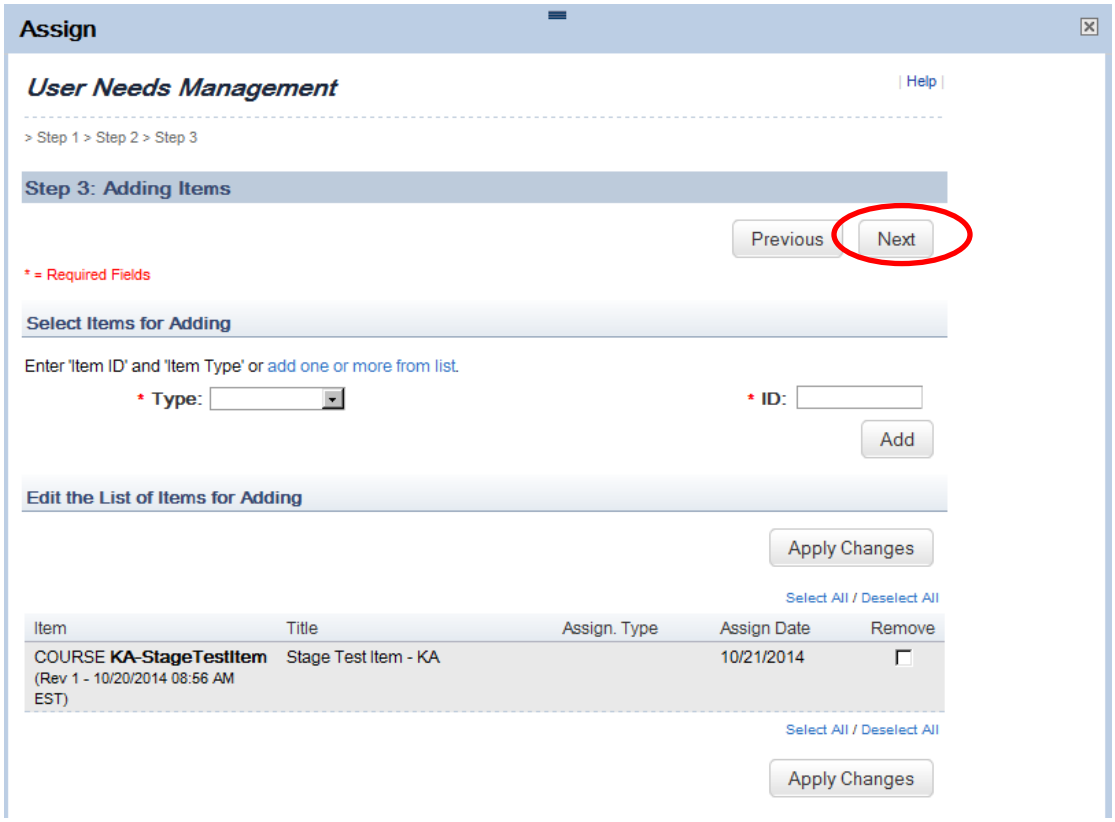
4. Select 'Assign to users'

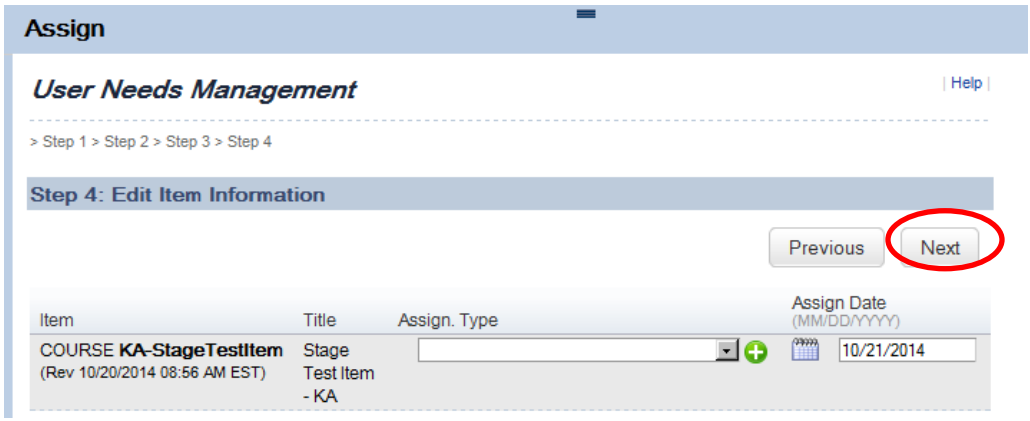


5. Enter the User ID or select ‘add one or more from list’ to assign the users. Then select ‘Add’.

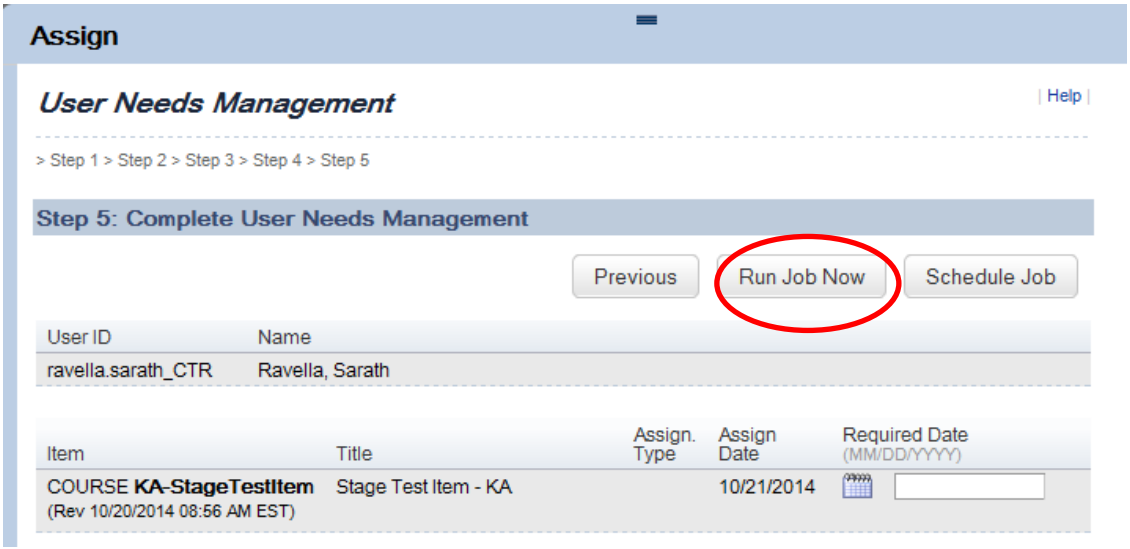


6. Confirm the Item assignment and select ‘Next’.

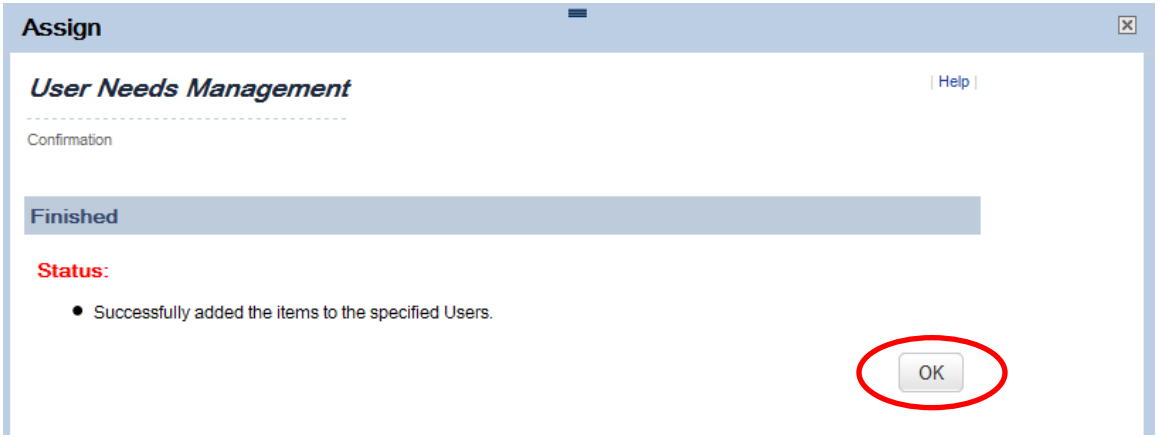




7. After selecting 'Next' again, you will be brought to a final screen when you will be able to schedule or run the job now. Depending on the number of users, you may be required to schedule the job.



If LearningLink is able to run the job now, you will receive a confirmation window. Select 'ok' to return to previous screen. Your course has now been assigned.



Appendix A: List of Required EHRI Fields on the SF-182

More information regarding the required EHRI fields on the SF-182 can be found below. For more guidance, please contact the Office of Training and Development.

- **B.2a. Course Title:** *Enter exactly as it appears from Vendor*
- **B.3. Training Start Date:** *Enter future dates only*
- **B.4. Training End Date:** *Enter future dates only*
- **B. 5. Training Duty Hours:** *Insert the number of duty hours for training*
- **B.6. Training Non-Duty Hours:** *Insert the number of non-duty hours for training*
- **B.7. Training Purpose Type:** *Choose a Purpose Type from the drop down menu*
- **B.9. Training Sub Type Code** *Choose a Purpose Sub Type from the drop down menu*
- **B.11. Training Designation Type Code:** *Choose a Designation Type from the drop down menu*
- **B. 12. Training Credit:** *A '0' should be entered for this field unless the training provides academic hours (i.e. semester or quarter hours from a university or college) or if the training provides continued education units (CEU or CPE).*
- **B. 13. Training Credit Type Code:** *Choose a Training Credit Type code from the drop down menu*
- **B. 14. Training Accreditation Indicator:** *Select (Y) for academic institutions such as universities or colleges, otherwise select (N)*
- **B. 15. Continued Service Agreement Requirement Indicator:** *Required (Y) for any single training over 80 hours or $1,500 per DPR 410, otherwise select (N).*
- **B. 17. Training Source Type Code:** *Choose a Source Type code from the drop down menu*
- **C.1. Direct Cost and appropriation/fund chargeable *(Must enter a value – if there is no cost, enter "0")*:**
    - **A. Tuition**
    - **B. Books or materials**
    - **C. Total**
- **C.2. Indirect cost and appropriation/fund chargeable *(Must enter a value – if there is no cost, enter "0")*:**

- **A. Travel**
- **B. Per Diem**
- **C. Total**

- **C.3. Total Training Non-Government Contribution Cost *(Must enter a value – if there is no cost, enter "0")***